NATIONAL LIBRARY

OF

MEDICINE

# CARD CATALOGS:

# KEYS TO THE LIBRARY'S

# COLLECTIONS

## SUPPLEMENT

## FILES MAINTAINED FOR

## STAFF OPERATIONS

U. S. DEPARTMENT OF
HEALTH, EDUCATION, AND WELFARE
Public Health Service

Washington 25, D. C.
1957

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## ACQUISITION DIVISION

### GIFT AND EXCHANGE SECTION (Room 208)

1. CURRENT LIST SOURCE FILE

A file of all serial titles that have been received on exchange for the Current List of Medical Literature, together with a record of related correspondence and action taken. The cards, arranged alphabetically by serial title, are kept in five card trays.

2. CURRENT LIST MAILING LIST

The official mailing list for gift and exchange subscriptions to the Current List of Medical Literature. The mailing list is on 3x5" cards arranged geographically in three card trays.

3. CURRENT LIST GEOGRAPHICAL FILE

A geographically arranged list of institutions with which the Library has exchange agreements based on the Current List of Medical Literature. Each card contains dates of initiation of exchange and serves as a means of identifying publications when titles are not given in queries. The file is kept in five card trays.

4. INDEX-CATALOGUE MAILING LIST

An address file covering the gift and exchange subscriptions to the Index-Catalogue of the Library of the Surgeon-General's Office. It contains the record of volumes sent to each addressee and is arranged according to geographical location.

### ORDER SECTION (Room 208)

5. ALPHABETICAL ORDER RECORD

A file containing one copy of the order card for each purchased or solicited item. Current and earlier sections are maintained. The cards, arranged in alphabetical order, are housed in 27 card trays. The record grows at the minimum rate of six 15-inch trays per year.

6. OUTSTANDING ORDER RECORD

The file of original order cards for each item ordered. The cards, arranged in numerical order, are housed in a 10-tray tub file. Upon receipt of the material or cancellation of the order, cards are retired to the Received Order Record.

7. RECEIVED ORDER RECORD

A record containing the original or a copy of the order for each item purchased or solicited since 1951. Cards filed before April 1, 1953, are arranged in alphabetical order. Those filed

since April 1, 1953, when the numbering system was begun, are in numerical order. The file occupies 39 card trays and is growing at the rate of six 15-inch trays per year.

8. SOURCES OF PROCUREMENT

A file of the addresses of current and prospective book dealers. It is arranged geographically and kept in a single card tray.

9. PERIODICAL RENEWAL FILES

A file containing one copy of each order card representing: (1) Domestic subscription contracts, (2) annual foreign subscription renewal orders, and (3) other purchased periodical orders. The file is divided into three parts. Cards for periodicals in groups 1 and 2 are arranged alphabetically under name of contractor/dealer. Those in group 3 are alphabetically arranged under main entry by month.

The cards are used as a working tool by the Order Section and the Serials Section, annually in preparation of the domestic bid-contract and foreign renewal orders, and monthly for irregularly published periodical renewals. The contents of the file are replaced completely in the course of a year.

10. DESIDERATA FILE

A file containing order or information cards for delayed prospective orders and for material reported out-of-print, arranged alphabetically. It is limited to nineteenth and twentieth century publications. The file, which is contained in one 15" card tray, will be reduced as dealers are authorized to search and supply titles.

## SERIALS SECTION (Room 208)

11. CHINESE-JAPANESE SERIALS

A separate cross reference file for Chinese and Japanese serial titles maintained in the Serials Section. It is alphabetically arranged and housed in one tray of the card cabinet near the Serials Kardex File.

12. OUT-OF-SCOPE SERIALS

An alphabetical list of serial titles that have been determined to be out-of-scope for the Library. The list is kept in three card trays near the Serials Kardex File and grows at the rate of 200 cards per year.

## CATALOG DIVISION

### BINDING SECTION (Room 109)

13. JOURNAL BINDING RECORD

A visible card file containing the binding record for current journals. It is supplemented by a box file of journals not currently being bound or those which are bound infrequently. Each card indicates the correct form of entry, year, volume, number of issues, receipt of title page and index, color of binding, date checked out, date returned, as well as binding lot and item numbers.

The cards are arranged alphabetically in nine visible card files. The active file contains approximately 8,000 cards and the inactive file about 1,000 cards. If a title in the inactive file is to be bound, its card is transferred to the active file until the binding is completed. Completed cards are destroyed after note of their contents is made on a new card. About 50 titles are added to the file each year.

14. BOOK BINDING RECORD

A record in two sections: Volumes at Bindery, and Volumes Returned from Bindery. The Volumes at Bindery file is an alphabetical record of books (monographs, annual reports, congresses, rebinds) currently being bound, giving correct entry, volumes (if more than one), color, date checked out, as well as binding lot and item numbers. When the volume is returned, the card is withdrawn, date of return is added, and the card is placed in Volumes Returned from Bindery. Cards are kept for one year and are then destroyed.

### CATALOGING SECTION (Room 208)

15. NAME AUTHORITY FILE

A file of names of persons, corporate bodies (including societies, institutions, government agencies, etc.), and places as established for use in the Library's catalogs. The authority cards contain the following items of information: (1) Name as it is to be used, (2) history of organization, place name, etc., when required, (3) references to sources consulted in establishing the name, and (4) notation of cross references required.

The file is arranged alphabetically in 80 card trays, with some 7,000-9,000 cards added each year.

16. SUBJECT AUTHORITY FILE

A Subject Authority File maintained in two parts: Main Subjects (47 card trays), and Subject Subdivisions (6 card trays).

The former is an alphabetical card list of all subject headings established for use in the card Subject Catalog. It includes also: (1) Cross references from and to the terms selected for use, and (2) information to explain the scope and use of headings. Each subject authority card shows the correct form of the subject heading, see and see also references made to the subject, and sources consulted in establishing the heading.

The latter, the Subject Subdivision File, contains an alphabetical list of all subject subdivisions used in the basic file. Cards for form subdivisions (e.g., Bibliography) and for some of the common medical subdivisions (e.g., Diagnosis) indicate only the type of subject heading under which the subdivision is to be used. Other subdivision slips, including all geographical subdivisions, list the specific subjects under which the subdivision has been used, thereby providing an index to subject subdivisions in the card Subject Catalog. This is especially helpful in gathering information on material relating to a given country or area.

17. SERIES FILE

An alphabetical card list of all series, authors and/or titles, found on Library materials which have been cataloged, together with any cross references made to such series titles. Each series card gives the following information when pertinent: (1) Name of series, (2) cross references made, (3) indication as to whether the series title is to appear in the Public Catalog, (4) method of cataloging, i. e., kept as a set or cataloged and classified as separate titles, (5) analytics, if any, and (6) informational notes for staff use. It is arranged alphabetically by author and/or title and is housed in ten card trays.

18. COLLECTIVE CATALOGING FILE

A card list of entries, either author or subject, under which various types of materials have been grouped in the Public Catalog. The cards give entry, call number, and a form number indicating which of several descriptive notes is used on the corresponding catalog cards. The cards are arranged alphabetically in two card trays. About 200 cards are added each year.

## PROCESSING SECTION (Room 208)

19. OFFICIAL SHELFLIST

The Library's official record of all titles, copies, and volumes in the cataloged collections. The Official Shelflist contains a main entry card for each title, arranged by call number or film number. Each main entry card has a detailed list of volumes and/or copies and their locations, if outside the general stack area. Located in the center of Room 208, it is housed in 261 card trays and is increasing at the rate of approximately 22,000 entries per year.

The Official Shelflist is supplemented by the following special collection shelflists, each of which records only the titles, volumes, and copies located within that collection, e.g., Acquisition

Division, Archives Collection, Art Section (Room 107), Catalog Division, Director's Office, History of Medicine Division (Cleveland), Index Division, Monuments of Medicine Collection, Reference Division Office.

At the end of the Official Shelflist is an alphabetically arranged shelflist of uncataloged books acquired for staff and office use. The books included are desk copies of dictionaries, classification schedules, books on management, etc. The various special collection shelflists contain pertinent information on these volumes which are processed under a special routine designated as "shelflist only".

20. OLD SHELFLIST

A card file containing the remaining records from the 1944-1945 inventory of mongraphs. The cards are arranged alphabetically by author under the subject or other special groupings under which the monographs not yet included in the recataloging program are arranged on the shelves. (Note: Individual cards are alphabeted by authors' surnames because having been prepared directly from the books, they have no consistency as to forenames or initials.) The Old Shelflist, which is housed in 40 trays of the old cabinet outside Room 207, will be disposed of eventually, since cards are discarded as titles are recataloged or withdrawn.

A duplicate copy of the record, arranged alphabetically by surnames of authors, is housed in the trays of the Old Public Catalog (east end of the second floor corridor).

21. WITHDRAWAL RECORDS

Alphabetically arranged card records of items withdrawn from the Library since 1946 due to being declared out-of-scope or duplicate material. The major Withdrawal File is kept by the Catalog Division and is housed in seven card trays at the end of the Official Shelflist. At present the Withdrawal File is growing at the rate of one tray every two years. Later, when the recataloging program has been completed, growth will be about one tray every 5 to 10 years.

This is supplemented by a Withdrawal File of picture materials, maintained by the Art Section in Room 107.

A third Withdrawal File is located in the History of Medicine Division in Cleveland. This is an incomplete record, dating from July 1, 1946, of items withdrawn or transferred from the History of Medicine Division.

22. PAMPHLET SHELFLIST

During the 1944-1945 inventory many pamphlets were removed from basement boxes and bound in composite pamphlet volumes. The Pamphlet Shelflist records, by author under volume number, the contents of the 2,725 pamphlet volumes prepared under this project. The file, housed in nine card trays at the end of the Old Shelflist (located outside Room 207), will be discarded when permanent card records are made.

23. LIBRARY OF CONGRESS CARDS

An alphabetical file of Library of Congress printed cards for books in the old collections ordered in advance of the recataloging project. The cards, housed in one of the large card cabinets in the second floor corridor outside Room 207, will be withdrawn and used during the recataloging of the nineteenth century monographs.

24. PRINTED CATALOG FILES

During the period in which the annual and cumulated issues of the National Library of Medicine Catalog are being prepared, the following special card files are maintained:

a. Alphabetical File of the current year's cards, including added entry cross references and name cross references.

b. Numerical File of the current year's cards arranged by NLM Catalog card number.

c. Alphabetical Subject Entry File for the current year and for the years to be included in the next cumulated edition. The annual production of subject cards is contained in approximately 20 card trays, and a five year cumulation requires approximately 90-100 card trays.

d. Revision File containing original and revised entry for each main entry card reprinted during a cumulative period. The cards are arranged by card number under the year in which they were revised. The file is discarded as soon as the cumulated edition of the Catalog is published.

## HISTORY OF MEDICINE DIVISION

25. HMD SHELFLIST

A record containing pertinent information from the Official Shelflist located in Washington.

26. ALPHABETICAL REFERENCE SHELFLIST

A file containing brief card records of uncataloged reference works. This alphabetical file will be eliminated when the books included are cataloged.

27. ACTION FILE

A record of items ordered, but not yet received. Information given includes the dealer's description, his catalog and item number, price, date the book was recommended for purchase, and the date when ordered. The file contains also the record of items whose transfer from Washington to HMD has been requested.

When a book is received, its card is removed and the date of receipt added. The card is then filed in the HMD Checklist as a temporary cataloging record. If a title is reported unavailable by the dealer, its card is moved into the Desiderata File.

28. DESIDERATA FILE

A list of books whose purchase is considered desirable. The cards are arranged alphabetically in four sections:

(1) The Sixteenth Century Want List. A list which contains: (1) Cards taken from the Action File after titles are reported unavailable, (2) cards on which are pasted photoprints of entries in the Catalogue des Sciences Médicales of the Bibliothèque Nationale, (3) some cards for 16th century books in the Union Catalog of the Library of Congress, and (4) cards for titles from other sources.

(2) General Desiderata File. Titles of 17th-18th century imprints, Americana, and reference works wanted for the collection. Most of the cards represent books formerly on order and reported unavailable.

(3) Film Acquisition Cards. A record of books in the Library which have been found to be imperfect, too discolored, or too tightly bound to be filmed for security purposes. The cards carry a brief description of the deficiencies of the HMD copy, and are intended to serve as a tool in securing microfilms of these titles from other libraries.

(4) Missing Volume File. A record of sets wanting one or more volumes. Cards are removed from this file as the items described thereon are acquired by the Library. Cards originally taken from the Action File are replaced in that file when the book is reordered. Entries taken from the Catalogue des Sciences Médicales of the Bibliothèque Nationale are moved into a bibliographical file. All other cards are cancelled.

29. OLD ORDER FILE

A file of order cards for HMD books which have received either checklisting or full cataloging. It is maintained as a record of prices paid and is consulted when other editions of the same books are offered for sale. The cards are arranged alphabetically by author, in six card trays.

30. DEALERS' CATALOG FILE

A record of incoming bookdealers' catalogs and offers of books for purchase arranged alphabetically by name of dealer. The record specifies the form of quotation, whether catalog, mimeographed list, letter, etc., and date of receipt. This is a file of about 300 sheets (10.8 x 15.6 cm.) kept in a fibre board box. Sheets are removed from the file as they are filled, which in most cases is in 2 to 3 years.

31. SCOPE FILE

A record of decisions regarding titles which have been questioned for inclusion in a medical collection. It is divided into three sections: (1) Out-of-scope; (2) medical, i.e., titles which have been questioned, but which have been determined to be medical; and (3) near- and part-medical titles. Within each section the cards are arranged alphabetically by main entry.

32. DUPLICATES FOR EXCHANGE

An alphabetical record of duplicates which are available for disposal. When disposition has been made of a book, a note is added to the card, and it is then placed in the HMD Withdrawal File.

33. NAME AUTHORITY FILE

A list of names, both personal and corporate, which have been established for use in the HMD dictionary catalog. Names found on Library of Congress cards are not included unless history notes or cross references are required. This is a convenience file maintained for the cataloging operations in Cleveland. The cards included are duplicates of cards in the Name Authority File in Washington.

34. OLD NAME AUTHORITY FILE

An alphabetical file of name authority cards made during the checklisting program prior to November 1950. The cards contain varying amounts of information. Name cross reference cards are included in the file. As titles involving these names are cataloged, the cards are withdrawn and cancelled after pertinent information has been transferred to the new authority card.

35. PRINTED CATALOG FILES

During the period in which issues of the NLM Catalog are being prepared, HMD maintains the following special card files:

Alphabetical file of cards produced by HMD during the current calendar year. The cards, arranged in a single alphabet, include: (1) Main entries, (2) added entry cross references, (3) name cross references, and (4) information or explanatory cards. The file provides a quick check on entries and references made during the year.

Numerical file of HMD catalog cards for the current year to provide a quick reference to work in progress and to facilitate the coordination of HMD and NLM cataloging and editing of the printed Catalog.

36. FILMING RECORD

A card control over the cataloged books that are awaiting filming, arranged alphabetically by main entry. When a book is sent to be filmed, the record is removed from this file and placed in the book. After filming has been completed and the film number added to the catalog records, the filming record is discarded.

37. BIBLIOGRAPHICAL REFERENCES FILE

A card index of references to printed bibliographies and bio-bibliographies helpful in historical research. The references here recorded have been found by staff members in the course of their work. The file arranged alphabetically by subject contains about 200 cards.

38. REFERENCE QUESTION FILE

An index to selected reference questions dating back to 1943, correspondence on which has been maintained as a working file on reference information. The index is arranged alphabetically in two sections: (1) Name index (i.e., name of person requesting information) which serves as a calendar to the correspondence since the subject of each request is noted briefly, and (2) a subject index. The latter was begun in 1955, and is still incomplete.

39. ARCHIVE FILE

A working index to the Library's manuscript and printed archives. Its primary purpose is to assist in the writing of the official history of the National Library of Medicine, and therefore helpful items from any source will be included. The cards are arranged alphabetically by names and subjects.

40. INTERLIBRARY LOAN FILE

A record of all books on loan from or borrowed by HMD, arranged alphabetically by main entry. The card is held for one month after return of the book, and is then destroyed.

## INDEX DIVISION

41. INDEXERS AUTHORITY FILE

A file containing main headings and cross references used in the subject indexes of the Current List of Medical Literature; new medical, paramedical, and chemical terms with definitions; indexing instructions for treatment of specific terms; numbered chemical compounds with indexing instructions; translations of new or esoteric foreign terms of medical interest; and scope notes.

The file is arranged alphabetically with two large separately alphabeted or numbered sections, i.e., translation section and numbered chemical compounds. The file is maintained in duplicate: the original is kept in Room 306, the duplicate in Room 209.

42. JOURNAL SUBJECT FILE

An alphabetical subject list of journal titles indexed in the Current List. The file is contained in two card trays located in Room 305B. The total volume varies little; however, the information changes as titles are added or dropped.

43. CURRENT LIST GEOGRAPHICAL FILE

A card file arranged by country, with the United States entries further subdivided by state. Under each geographical area cards are presented in three alphabets: (1) List of journals published in the area and indexed in Current List, (2) list of paid institutional and personal subscribers in area, and (3) list of gift institutional and personal subscriptions in area. The file is presently housed in five card trays located in Room 305B.

## PHOTOGRAPHIC SERVICES SECTION

44. SERIALS CHECKING FILE

A card file of journal issues filmed for inclusion in the Journal Film File. The record is maintained in the Duplicating Section in order to insure complete filming of approximately 135 titles of frequently requested journals, and to provide a title index to the collection. It is presently composed of photoprint cards kept in a pocket type Kardex file.

## REFERENCE DIVISION

### CIRCULATION SECTION (Room 202)

45. CURRENT LOAN CHARGES

A record of monographs, journals, theses, etc., currently on loan. The charges are arranged chronologically by date due in two groups: (1) Journals, and (2) monographs, etc. This record is located at the Loan Desk. (Note: Volumes currently being bound or rebound or being filmed by the Photographic Services Section are not included in the Current Loan Charges. Charge cards for volumes being bound or rebound are held in the Binding Section (Room 109) and shelf charges are placed in the stacks. Records for volumes being filmed are maintained by shelf charges placed in the stacks.)

When books are returned, their charges are withdrawn. No record of loans and returns by individual borrowers is retained. A record of loans returned by libraries is retained for one year. This file of Cancelled Charges for Loans Returned, arranged chronologically, is located near the Loan Desk.

46. UNAVAILABLE LOAN REQUEST FILE

A file of unavailable and unidentifiable loan requests kept for one year in the card cabinet under the stairs near the Loan Desk. It is arranged by month and under this by broad categories of requestors (e.g., universities, AFIP, etc.)

47. MISSING TITLES

An alphabetical card record of titles not located when requested for recataloging is maintained by the Circulation Section. It is composed of the old shelflist (inventory) cards for titles missing and is located near the Loan Desk.

48. REFERENCE DIVISION SHELFLIST

A card file indicating Document Section location for material cataloged for the general collection. The cards are arranged by call number and are housed in the cabinet under the stairs near the Loan Desk.

### REFERENCE SECTION (Rooms 201 - 203)

49. INFORMATION FILE

A reference file of information which has been difficult to locate and/or which is needed frequently. The cards are arranged alphabetically by subject, or alphabetically under certain large categories (e.g., Drugs), with references to current literature on individual drugs arranged alphabetically by the name of the drug. The source of information and the current date are included on the card.

The file, which is located in the Reading Room (Room 202), contains approximately 500 cards. Its rate of growth is negligible as cards with outdated information are withdrawn.

50. TRANSLATION FILE

An author index on cards to the file of several hundred translations of foreign language periodical articles which are kept in two trays of a vertical file cabinet in Room 203. Each card contains original and translated titles, complete periodical reference, the name of the translator, and the date of the translation.

The index is arranged alphabetically by author, with entries for Russian and Japanese articles in separate files. This is a permanent file. It is housed in two card trays in Room 201 and is increasing at the rate of about 25 entries per year.

51. CARD SERVICES (not NLM)

A number of indexing and abstracting card services are received by the Library and sent to the Reference Section where their study and reorganization is in process. Examples of these services are: American Journal of Nursing Bibliography Cards, Bibliographia Medica Cechoslovaca, Hospital Abstract Service, and Kartei der Medizinischen Literatur. Further information may be obtained from the reference librarian in charge of the files in Room 203.

52. CURRENT LIST DISTRIBUTION FILE

A card file, located in Room 202, in two parts: (1) Addressograph stencil cards giving the names and addresses of persons and offices receiving free copies of the Current List (i.e., military installations, officers on active duty, offices and officers of the Federal Government, depository libraries, and private institutions which receive it on exchange); and (2) Government Printing Office slips with names and addresses of institutions, societies, and individuals to whom the Current List is sent on paid subscriptions.

The former is filed alphabetically under country with United States military installations filed at the end. The latter is arranged alphabetically by country.

53. TRANSLATORS AND RESEARCH WORKERS

A file of information about persons available for private translating, abstracting, or research assignments, maintained for the convenience of users of the Library. The file contains information forms (often in multiple copies) which list briefly the person's experience and qualifications and include names of persons from whom references may be obtained.

The letter-size records (8" x 10") are arranged alphabetically by personal names and kept in a vertical file drawer in Room 202. The file is reviewed at two year intervals and records are withdrawn for persons whose services are no longer available.

## REFERENCE DIVISION

### ART SECTION (Room 107)

54. PICTURE COLLECTION SHELFLIST

A shelflist of picture materials arranged by form or subject classification and/or geographical location. The file is not to be confused with the shelflist of Art Section books which is also located in the Art Section.

55. PORTRAITS IN BOOKS

Since October 1946, one copy of the main entry card for each book containing one or more portraits has been set aside for the future use of the Art Section. At present the cards are in a storage collection. When time permits, the Art Section staff will examine the cards and books to determine what portraits in books should be included in the Union Catalog of Portraits.